

FRANKLIN COUNTY
DEPT of JOB and FAMILY SERVICES
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Word Processing Specialist
(Bargaining)

PCN: 103027

DEPARTMENT/Location: Workforce Development/Northland

P. R.: O2

REPORTS TO: Office Manager 2

RESPONSIBILITIES: Provide technical assistance for the delivery and coordination of Work Experience and contracted Education and Training programs and activities under the Development Section. Input and retrieve recruitment, evaluation, and certification information utilizing CRIS-E and other prescribed data-base system. Support the delivery of training programs and services funded by other private and public grant and contract sources. Provide technical assistance to staff, worksite sponsors, participants, providers and other professionals. Assist in the Computerized Learning Center and schedule interviews with sponsors. Annotate completed monthly hours and submit to the Turn Around Document (TAD) unit. Reviews WPIL list for "no shows" and a no show form is completed on each failed customer and submitted to the TAD unit. Process failed and completed hours and enter hours in the CRISE system and submit failed hours to the sanction unit via failed hour report. Prepare reports and associated paperwork including, but not limited to: maintaining and distributing lists of training providers/sponsors and participants, information on other internal and contracted training providers, along with information on their past performance. Attend meetings and training sessions. Work cooperatively within the agency and other employment and training facilities.

MINIMUM QUALIFICATIONS: A high school diploma or GED is required; supplemented by six (6) months of clerical experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 10.73 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, July 30, 2013

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, August 05, 2013

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Monday, August 12, 2013

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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